

**NASA Occupational Health
Pandemic Response Plan
Checklist**

DRAFT

		Preparedness		Pandemic Event		Center:
		Advisable	Required	Advisable	Required	Status Report and Comments
A. Planning						
1	Is there occupational health (OH) involvement and representation in the center pandemic response planning committee?	<input type="radio"/>			<input type="radio"/>	
2	Have the roles, responsibilities, and capabilities been defined in the plan?	<input type="radio"/>			<input type="radio"/>	
3	Have you secured support from senior management for the pandemic response plan?	<input type="radio"/>			<input type="radio"/>	
4	Are the center pandemic plans fully integrated with the center emergency response plans?	<input type="radio"/>			<input type="radio"/>	
5	Has the plan been reviewed and integrated in the local community pandemic plan?	<input type="radio"/>			<input type="radio"/>	
6	Have you updated OCHMO on pandemic response planning?	<input type="radio"/>			<input type="radio"/>	
7	Have you identified an occupational health clinical coordinator to direct clinic planning and response efforts and communication?	<input type="radio"/>			<input type="radio"/>	
8	Are periodic reviews and updates to the plan defined?	<input type="radio"/>		<input type="radio"/>		
B. Federal, State and Local Resources						
1	Do you have a contact list of all center resources available to you?	<input type="radio"/>			<input type="radio"/>	
2	Do you have a contact list of all community resources such as local health department, area hospitals?	<input type="radio"/>			<input type="radio"/>	

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3	Do you have a contacts for Federal resources such as the CDC?	<input type="radio"/>			<input type="radio"/>	
4	Does your plan address communication with key public health officials, healthcare partners, etc.?	<input type="radio"/>			<input type="radio"/>	
C. Surveillance						
1	Are you conducting surveillance for infectious diseases?	<input type="radio"/>			<input type="radio"/>	
2	Have you developed a plan for enhancing surveillance to ensure recognition of pandemic viral infection?	<input type="radio"/>			<input type="radio"/>	
3	Does the plan address how to monitor pandemic updates daily, e.g., WHO, CDC, OH website?	<input type="radio"/>			<input type="radio"/>	
4	Do you have a methodology to monitor surveillance activities?	<input type="radio"/>			<input type="radio"/>	
D. Education and Training						
1	Has the pandemic plan been presented and discussed with the OH staff?	<input type="radio"/>			<input type="radio"/>	
2	Have special educational and training needs for all OH staff been identified and planned?	<input type="radio"/>			<input type="radio"/>	
3	Have you identified a plan for providing education to the general employee population on reducing the risk of infection, reducing the risk of transmission identifying symptoms of influenza, self care and when to seek medical treatment?	<input type="radio"/>			<input type="radio"/>	
4	Has a communication plan been developed to address different target groups, e.g., management, employees, health care workers?	<input type="radio"/>			<input type="radio"/>	
E. Traveler Health						

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1	Are SOS services available to civil servants while on international travel reviewed with the traveler?		<input type="radio"/>			<input type="radio"/>	
2	Are you promoting travel awareness and increased sensitivity to hygiene and illness symptoms?		<input type="radio"/>			<input type="radio"/>	
3	Are you monitoring travel advisories?		<input type="radio"/>			<input type="radio"/>	
4	Do your international travel kits include hand sanitizer?		<input type="radio"/>			<input type="radio"/>	
5	Is there a screening protocol for returning travelers?		<input type="radio"/>			<input type="radio"/>	
F. Clinical Services							
1	Have you identified the essential OH services required to be continued in the event of a pandemic?	<input type="radio"/>				<input type="radio"/>	
2	Are clinical management protocols for suspected and confirmed cases of pandemic influenza available for staff including triage and isolation?	<input type="radio"/>				<input type="radio"/>	
3	Does your plan include a strategy for updating health care workers on modifications to clinical guidelines, influenza updates, etc.?	<input type="radio"/>				<input type="radio"/>	
4	Has an alternative care site been identified to manage an increased patient load?	<input type="radio"/>				<input type="radio"/>	
5	Is there a screening protocol for pandemic influenza?	<input type="radio"/>				<input type="radio"/>	
6	Is there a contingency plan for the alternative care facility that addresses equipment and supplies?	<input type="radio"/>				<input type="radio"/>	
7	Does the plan address security measures for the clinic?	<input type="radio"/>				<input type="radio"/>	
G. Medical Supplies							

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1	Have you identified at least 2 vendors for obtaining medical supplies?		<input type="radio"/>		<input type="radio"/>	
2	Do you have an adequate supply of the following medical supplies(3 to 5 days):		<input type="radio"/>		<input type="radio"/>	
a.	N-95 masks for health care providers?		<input type="radio"/>		<input type="radio"/>	
b.	Fluid resistant masks with Bacterial Filtration Efficiency of 96% for employees/patients?		<input type="radio"/>		<input type="radio"/>	
c.	Gloves?		<input type="radio"/>		<input type="radio"/>	
d.	Alcohol based hand sanitizer?		<input type="radio"/>		<input type="radio"/>	
e.	Disinfectant wipes and/or cleaning solutions?		<input type="radio"/>		<input type="radio"/>	
f.	Disposable thermometer strips or ear thermometer?		<input type="radio"/>		<input type="radio"/>	
g.	Disposable gowns?		<input type="radio"/>		<input type="radio"/>	
3	Is there a method of tracking medical supply inventory?		<input type="radio"/>		<input type="radio"/>	
H. Vaccines and Medications						
1	Have all health care workers been offered influenza vaccine?		<input type="radio"/>		<input type="radio"/>	
2	Have you identified your high risk employees that will be priority group to receive influenza vaccine in the event of a vaccine shortage?		<input type="radio"/>		<input type="radio"/>	
3	Has the influenza vaccine program been promoted and offered to all employees?		<input type="radio"/>		<input type="radio"/>	
4	Have you reviewed and updated your medication management procedures for the procurement, storage, security and access to the vaccine during a pandemic?	<input type="radio"/>			<input type="radio"/>	
5	Have you determined a range of antibiotics to stock for treatment of disease complications?	<input type="radio"/>			<input type="radio"/>	

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6	Do you have a policy for the use of antiviral drugs consistent with CDC guidelines?	<input type="radio"/>			<input type="radio"/>	
I. Staffing						
1	Do you maintain a current roster of active and formerly active health care personnel available to support clinic operations?	<input type="radio"/>			<input type="radio"/>	
2	Has staffing capacity been evaluated and provisions made for additional staff?	<input type="radio"/>			<input type="radio"/>	
3	Have you determined competency level and training needs of additional staff?	<input type="radio"/>			<input type="radio"/>	
4	Do you have a policy for verifying credentials for temporary or voluntary workers?	<input type="radio"/>			<input type="radio"/>	
5	Do you have a plan for managing health care workers with respiratory symptoms?	<input type="radio"/>			<input type="radio"/>	
6	Does your plan address protecting health care workers at high risk (e.g., pregnant workers) for complications of influenza by reassigning to low-risk duties?	<input type="radio"/>			<input type="radio"/>	
7	Is EAP available to provide psychological support to health care staff and employees?	<input type="radio"/>			<input type="radio"/>	
J. Infection Control						
1	Is staff provided with annual infection control training?		<input type="radio"/>		<input type="radio"/>	
2	Are hand washing signs posted in eating, rest room facilities, examination rooms, etc.?		<input type="radio"/>		<input type="radio"/>	
3	Does your infection control plan have protocols for isolating patients with known or suspected influenza, e.g., separate waiting area?		<input type="radio"/>		<input type="radio"/>	

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Are there measures to protect health care worker family members and close contacts from secondary occupational exposure?
4